

JOB DESCRIPTION CITT/ICTS PRESIDENT

AUTHORITY AND RESPONSIBILITIES:

The Board of Directors is the legal authority for the Canadian Institute for Theatre Technology/Institute canadien des technologies scénographiques

As a member of the Board, a Director acts in a position of trust for the Institute and is responsible for the effective governance of the organization.

The President is also responsible and accountable to the membership.

QUALIFICATIONS AND SKILLS:

- Be a member in good standing of CITT/ICTS.
- Have 2 years relevant board experience in any not for profit organization.
- Have an understanding of parliamentary procedures.
- Be able to meet the qualifications of a Director for a Not for Profit in Canada.

A director must meet all of the following qualifications (refer to subsection 126(1) of the NFP Act <http://www.strategis.gc.ca/eic/site/cd-dgc.nsf/eng/cs05004.html#toc-04>)

- be at least 18 years old;
- not have been declared incapable under the laws of a Canadian province or territory, or by a court in a jurisdiction outside Canada;
- be an individual (that is, a corporation cannot be a director);
- not be in bankrupt status.

TERM:

The President will serve a term from Nov 1, 2018 until the AGM in 2020, followed by 1 year as Past President.

REQUIREMENTS:

- Commit to the work of the organization.
- Have knowledge of Board governance including policy, finance, programs, and Human Resource Management.
- Be available to be an ex-officio member on all committees as required.
- Attend all Board meetings and Annual General Meetings.
- Provide 20-30 hours per month of their time, includes regular communication with national office, board preparation, committees and meeting time.
- Prepare for, chair, and participate in the discussions and the deliberations of the Board.

- Foster a positive working relationship with other Board members and the National Coordinator.
- Maintain and strengthen the relations between the Board, membership, industry partners and the Canadian Live Performance Community.
- Be informed of the services provided by CITT/ICTS and publicly support them.
- Be aware of and disclose any conflicts of interest.

MAJOR DUTIES:

- Establish, with the Board of Directors overall long and short term goals, objectives and priorities for CITT/ICTS in meeting the needs of its members and the community at large.
- Be the primary spokesperson for CITT/ICTS to the membership, media and community at large on issues of governance.
- Chair the Annual General Meeting.
- Report to Board on status of major programs and committees.
- Act as a signing authority on behalf of the Board for financial and legal purposes as required.
- Appoint all committees except as may be specifically designated in the CITT/ICTS Bylaws. Is an ex-officio member of all committees of the organization.
- Represent the organization to Government and Municipal officials.
- Provide leadership and direction to the Board.
- Arrange for Vice President to Chair meetings in their absence.
- Set, in consultation with the national coordinator, Board members and general membership, Board meeting agenda.
- Enhance relationships with other groups and agencies in the performing arts and cultural sector.
- Provide guidance and leadership to the organization, in conjunction with the Board members.

There is no remuneration for this position, however reasonable expenses shall be reimbursed as per approved policy.